

PLEASE MAIL YOUR BID TO:

FAX BIDS TO: (573) 751-6675

E-MAIL BIDS TO: Surplus@oa.mo.gov

ALL FAXED/E-MAILED SEALED BIDS MUST BE SENT SEPRATELY.

MISSOURI STATE AGENCY FOR SURPLUS PROPERTY

2846 North Highway 179

P.O. Drawer 1310

Jefferson City, Missouri 65102-1310

BID SHEET FOR SEALED BID # SB 5-11 CLOSING DATE: June 15,2011 CLOSING TIME: 7:00 A.M.**BID SUBJECT TO SEALED BID TERMS AND CONDITIONS**

LOT			AMOUNT BID			LOT			AMOUNT BID			LOT			AMOUNT BID			LOT			AMOUNT BID		
#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents	#	Dollars	Cents
1			23			45																	
2			24			46																	
3			25			47																	
4			26			48																	
5			27			49																	
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20			42																				
21			43																				
22			44																				

CONTACT: SEE BID SHEET**INSPECTION: SEE BID SHEET****FOR AGENCY
USE ONLY**

Subtotal of awarded lots: _____

Taxes: _____

Grand Total: _____

Bidder _____ Has _____ Has not inspected

Company Name (If Applicable)

Return to: Missouri State Agency for Surplus Property
P.O. Drawer 1310
Jefferson City, Missouri 65102-1310

Signature (Required or bid will not be accepted)

Bidder's name and title (Please type or print)

Missouri tax exemption number: _____

Address

City, State, Zip code

Telephone #

YOUR ENVELOPE MUST SHOW BID NUMBER/CLOSING DATE AS SET FORTH ABOVE**EMAIL BIDS TO: Surplus@oa.mo.gov OR FAX BIDS TO: (573) 751-6675**

SEALED BID SB 5-11 CLOSING DATE: June 15th, 2011 7:00 A.M.

Lots 1 thru 55 are located at Southeast Missouri State University, Cape Girardeau, MO., Surplus building North Room. Contact Terry Major or Tom Lee Phone # 573-651-2214 Inspection on Thursday, June 2nd, 12p.m. to 4 p.m. and Friday June 3rd, 8 a.m. to 12 p.m. only, YOU MUST CALL FOR PICK UP APPOINTMENT. INSPECTION AT THE TWO TIMES LISTED

1. Table top color television, 2 ea; large box style speakers, 2 ea; van bench seats, 2 ea; copy machine rollers w/cases, 9 ea; digital ink refills, 25ea; box laminate, 1 ea; pioneer DVD player 1 ea;
2. Padded stationary chairs, 4 ea; tall padded rolling swivel chair, 1 ea; plastic chairs w/metal frame, 4 ea;
3. Rolling metal computer desk, 1 ea; dual drawer file cabinets, 1 ea; quad drawer file cabinet, 1 ea; rolling metal frame desk, 2 ea; plastic tree in basket (approx 6 ft) 1 ea; dual drawer file cabinet, 1 ea;
4. Full sized fold out tables, 12 ea;
5. Large industrial Curtis brand compressor, 1 ea;
6. Metal office desk, 1 ea; audio locker w/equipment, 1 ea; wooden table, 1 ea; retractable projector screen, 1 ea; small metal frame desk w/storage, 1 ea; dual shelf rolling bookshelf, 1 ea;
7. Wide metal bookshelf, 2 ea; Quad 4-drawer file cabinet, 5 ea;
8. Solid bed frames w/strap attachments, 7 ea;
9. Large double door wooden cabinets, 2 ea;
10. 8' x 4' PVC pipe, 7 ea; riser, 6 ea; table top, 1 ea;
11. Wooden table top, 1 ea; large folding table, 2 ea; large double door wooden cabinets, 1 ea;
12. 27" glass sliding shower door, 1 ea; 5 drawer file cabinet, 3 ea; 4 drawer file cabinet, 2 ea;
13. Large wooden desk w/chair, 1 ea; metal office desk w/return, 1 ea;
14. Metal desk, 1 ea; metal dual shelf bookshelves, 2 ea; printer stand, 1 ea;
15. Large wooden table, 1 ea; small wooden table, 1 ea; metal office desk, 1 ea;
16. Large metal desk, 1 ea; metal cabinet, 1 ea;
17. Wooden office desk w/return, 1 ea;
18. Large table, 1 ea; cushion chair, 3 ea;
19. Quad drawer file cabinet, 3 ea;
20. Wooden office desk, 1 ea; wooden table, 1 ea; wooden trash can, small, 1 ea;
21. Wooden desk w/return, 1 ea; student desk, 1 ea; student desk frame, 1 ea;
22. Small computer table, 1 ea; metal frame desk, 1 ea;
23. Large metal frame table, 1 ea; small metal table, 1 ea; wooden desk, 1 ea;
24. Rolling office chair, 14ea; swivel stool, 4 ea;
25. Rolling computer desk, 1 ea; black stool, 1 ea; quad drawer file cabinet, 1 ea; grey metal bookshelf, 1 ea; large metal book shelf, 1 ea

26.	Wooden credenza, 1 ea; rolling computer desk, 2 ea;
27.	Wooden double roll top on wheels, 1 ea; plastic computer monitor stand, 1 ea;
28.	Wooden office desk, 2 ea; five drawer file cabinet, 1 ea;
29.	48 slot file organizer (wooden) 1 ea; wooden bookshelf, 1 ea; shelved display stand, 1 ea; ISO oven, 1 ea;
30.	Student desk, 1 ea; chair, 2 ea; five drawer file cabinet, 4 ea; large wooden cutting table w/blade arm, 1 ea;
31.	Metal desk, 2 ea; quad drawer file cabinet, 3 ea;
32.	Plastic computer table, 3 ea;
33.	Office desk, 1 ea; wooden table, 1 ea;
34.	Metal cabinet, 1 ea; rolling plastic stand, 1 ea; 11 slot metal document organizer, 1 ea; plastic corner computer desk, 1 ea;
35.	Floor standing podium, 1 ea; table top podium, wooden, 1 ea; folding metal chair, 4 ea; wooden table, 1 ea; office desk, 1 ea;
36.	Wooden table w/storage, 4 ea; folding metal chair, 2 ea;
37.	Wooden table w/storage, 5 ea; folding metal chair, 3 ea; wooden platform, 1 ea;
38.	Pulled
39.	2 tier rolling cart, 1 ea; rolling laptop/projector carts, 4 ea; 2 level carts, 3 ea; 3 level carts, 2 ea; large rolling television cart, 1 ea;
40.	3 section large server tower/cabinet, 1 ea;
41.	Wooden office desk, 1 ea; quad drawer file cabinet, 1 ea;
42.	Metal computer desk, 1 ea; wooden stand, 1 ea; office desk, 2 ea; metal cabinet, 1 ea; stand w/drawers, 1 ea;
43.	Wooden office desk, 1 ea; metal office desk, 1 ea; boxes transcription tapes, 3 ea; book transcription tapes, 1 ea; carpeted board, 1 ea;
44.	Box random lost and found items, 8 ea; air purifier, 1 ea; metal frame table, 2 ea; box of books, 1 ea; box misc. electronics, 1 ea;
45.	Assorted file sorters, 15 ea; metal frame table w/fold sides, 1 ea; box 3 ½ floppy disks, 1 ea; box computer monitor bases, 1 ea;
46.	Box assorted sorting containers, 1 ea; computer table, 1 ea; Yamaha keyboard, 1 ea; Monitor stand w/screen filter, 1 ea; box assorted cameras, 1 ea; floppy disk tray, 1 ea; slide projector w/locking case, 1 ea; card organizer, 5 ea; battery charger, 1 ea; sewing machine, 1 ea; large wooden table, 1 ea;
47.	Large project table w/power-strip, 2 ea; dual vile centrifuge, 1 ea; black case, 1 ea; small dry erase board, 1 ea; box corner bottom of wall protectors, 1 ea; key sorter, (75 hooks), 1 ea; misc kitchen items, 3 ea;
48.	Cubicle style comp0uter desk, 2 ea;
49.	Conference table, 1 ea; Reusci Anne CPR dummies, 2 ea;
50.	Rolling stool, 1 ea; Rolling office chair, 14 ea;

		<p>51. Large conference table, 1 ea; large power supply, 1 ea; wooden student desk, 4 ea; spectrophotometer, (3 pieces) 1 ea; rectangular metal frame w/attachment, 1 ea;</p> <p>52. 4’x8’ pressboard w/fabric, 5 ea; pressboard, 4’x8’, 6 ea; small pressboard, 1 ea; carpeted table, 1 ea; pictures, 6 ea;</p> <p>53. In ceiling light fixtures, 2 ea; Light box, 1 ea; collapsible info boards w/sleeve, 2 ea; industrial garbage disposal, 1 ea; fryer filter machine, 1 ea; paint shaker, 1 ea; sand blasting cabinet, 1 ea; rolling cart, 1 ea; coat rack, 1 ea;</p> <p>54. Wooden pallets, approx 100, 1 lot;</p> <p>55. Bicycles, various models and condition, approx. 20, 1 lot;</p>
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Missouri State Agency for Surplus Property
2846 North Highway 179
P.O. Drawer 1310
Jefferson City, MO 65102-1310

TERMS & CONDITIONS

1. OFFERING

- a. The Missouri State Agency for Surplus Property (MOSASP) is offering for sales the property listed on attached sealed bid "as is" "where is", on a competitive bid basis. No guarantees of any kind are expressed or implied by the State of Missouri. Any oral statement or representation by any representative of the state, changing or supplementing the offering, contract of sale, or any condition of sale, not expressly set forth herein shall be deemed void.
- b. Bidders are urged to inspect property prior to submitting bids. Bidders must rely solely upon their own personal inspection of the property and shall not rely upon any oral statements related to the sale transfer or condition of the property. Items included in the sale may have major components and parts missing. Major deficiencies are indicated, if known by the selling office. However, it cannot be assumed that deficiencies do not exist if none are indicated herein. The State of Missouri cannot guarantee that all discrepancies have been listed herein. The buyer of such property assumes all risks for any discrepancies or problems related to such items.
- c. Bid results shall not be given by telephone. Bid results are available on our website within 5 days after bid closing date. Our internet site is: <http://www.oa.mo.gov/purch/surplus/saspauactions.htm>. A bidder may also request high bid information by enclosing a stamped, self-addressed 4" x 9-1/2" envelope along with his/her bid.

2. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be signed by the bidder, (2) be sealed in an envelope or container, (3) be mailed or hand-delivered (4) emailed to: Surplus@oa.mo.gov or (5) faxed to (573) 751-6675 and officially clocked in no later than the exact closing time and date specified.
- b. Bids if delivered must be delivered to the Missouri State Agency for Surplus Property, 2846 North Highway 179., Jefferson City, Missouri 65109-1310.
- c. The sealed envelope or container containing a bid should be clearly marked on the outside with the official sealed bid number and the official closing time and date. **Bid sheets for different numbered sealed bids must NOT be placed in the same envelope or container. ALL FAXED/E-MAILED SEALED BIDS MUST BE SENT SEPRATELY.** The sealed envelope or container must look like this:

Bidder's Name
Bidder's Address

Missouri State Agency for Surplus Property
2846 North Highway 179
P.O. Drawer 1310
Jefferson City, MO 65102-1310

Bid Number: SB 5-11

Bid Closing Date: June 15th, 2011, 7:00 AM

- d. A bid may be modified or withdrawn by signed, written notice, which has been delivered, to MOSASP prior to the official closing date and time specified. A bid may also be withdrawn or modified in person by the bidder, provided proper identification is presented before the official closing time.
- e. Telegraph, telephone, tie-in, qualified, or combination bids specifying order of choice are not acceptable. All or none bids or negative bids are not acceptable unless specified in this invitation for bid. Bids combining two or more lots by offering a combined bid will not be accepted.

3. AWARDS

- a. Awards will be made to the bidder whose bid meets the specifications and all other requirements of the sealed bid, and is the highest bid. Award of a contract will be made by written notification from MOSASP.
- b. An award mailed to the successful bidder is a binding contract without further action by either party.
- c. MOSASP reserves the right to accept or reject any or all bids.

4. PAYMENT AND REMOVAL

Unless otherwise specified herein, the bidder is required to pay for and remove all lots awarded within 10 working days from date of award. Payment will be required by cash, cashiers check, or money order and credit card (**cash payments require exact change**). Payment must be delivered to MOSASP, PO Drawer 1310, Jefferson City, MO 65102-1310. **NEW: On-Line Credit/Debt Card Payments can be taken (a fee of up to 3% may be applied).** <http://oa.mo.gov/purch/surplus/saspauactions.htm> or call 573-751-3415.

5. BIDDER RESPONSIBILITIES

Successful bidder must make all arrangements for removal of property awarded. The State of Missouri and its employees are not responsible for removal arrangements. Disassembly, packing, crating, shipping, etc. shall be the responsibility of, and at the expense of the successful bidder. If someone other than the successful bidder is picking up property, the custodian must be notified in writing of the removal arrangements and have proper authorization to release property to anyone other than the successful bidder. Bidder must dispose of televisions and computer equipment according to EPA guidelines.

6. DEFAULT

- a. If bidder breaches the contract by failure to pay for and or remove the property within the prescribed period of time, the bidder shall lose all right, title and interest, which they may otherwise have acquired in and to such property as to which a default has occurred. The bidder agrees that in the event property is not paid for and/or removed within the prescribed period of time, liquidation damages **per lot** shall be assessed at (a) 20% of the purchase price of the lot as to which the default has occurred or (b) \$100.00; whichever is greater.
- b. Failure to pay for and/or remove property within the prescribed period of time shall be cause for rejection of all future bids until default is paid and shall be cause for removal of bidder from bidders list for future sales.
- c. Bids from any bidder that has been placed in default 2 or more times in a one year time period, may not be accepted on any future bid offerings.

7. WITHDRAWAL OF PROPERTY

Bidders are cautioned that all property may be withdrawn without notification at any time prior to award. To preclude any unnecessary cost, travel time, etc., bidders are advised to call the custodian to ensure that the items are available.

Surplus Property Sealed Bid Sale

Sealed Bid Number: SB 5-11

Bid Closes at 7:00 a.m. on June 15th, 2010

**Missouri State Agency for Surplus Property
2846 HWY 179
P.O. Box 1310
Jefferson City, MO 65102**

